

COVKC – How to Change a Organization

Step 1: Follow this trail: [Home](#) >> [Administration](#) >> [User Management](#) >> [Manage Users](#)

Step 2: Type in the name of the profile you are looking for:

Manage Users

Perform a search to find users and then perform actions for users. Depending on your permissions

Administrator IDP Coach

To perform a search, enter some or all of the specific criteria indicated below and then click Search

Last Name	<input type="text" value="cottrell"/>
First Name	<input type="text" value="robert"/>
Expertise	<input type="text"/>
Professional Experience	<input type="text"/>
Search Type	All words
City	<input type="text"/>
U.S. State	<input type="text"/>
Non-U.S. State/Province	<input type="text"/>
Country	<input type="text"/>
Activity	<input type="text"/>
User Search	All Domains

Step 3: Find the profile you are looking for and click the drop down menu and choose edit profile and click go:

Records found: 6

	Last Name	First Name	Location	Activity	Locked ?	Action
1	COTTRELL	ROBERT	RICHMOND VA	Inactive		Create Password Go
2	COTTRELL	ROBERT	RICHMOND VA	Active		Create Password Go
3	COTTRELL	ROBERT		Active		Create Password Go
4	COTTRELL	ROBERT	RICHMOND VA	Inactive		Create Password Go
5	Cottrell	Robert - CA	Roanoke VA	Active		Create Password Go
6	COTTRELL	ROBERT CAX	ROANOKE VA	Active		Create Password Go

Step 4: Click Organization:

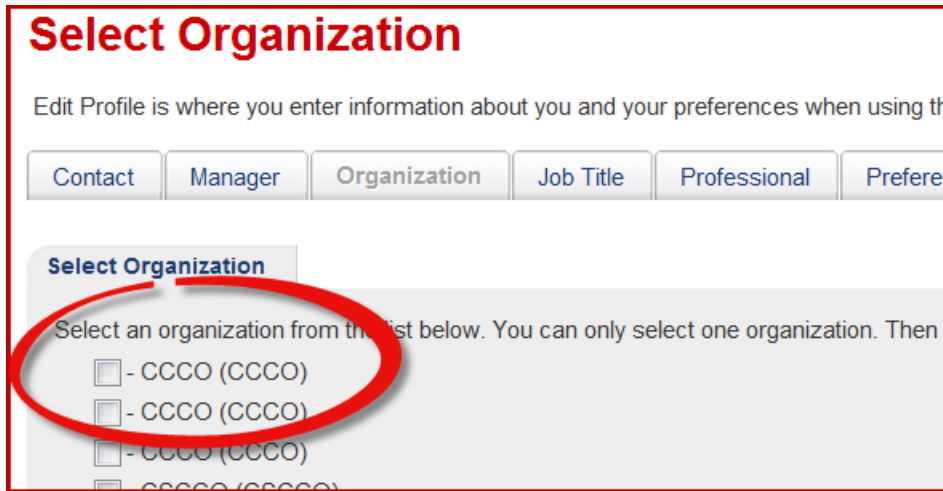
Edit Contact Information

Edit Profile is where you enter information about you and your preferences when using the site. Click the workflow steps to

Contact Manager Organization Job Title Professional Preferences Account Notes

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Step 5: Click on the box which corresponds with the correct organization.



Select Organization

Edit Profile is where you enter information about you and your preferences when using the

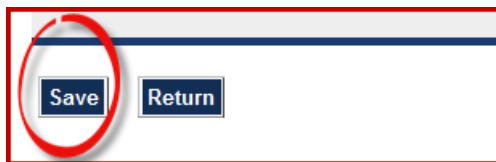
Contact Manager Organization Job Title Professional Preferences

Select Organization

Select an organization from the list below. You can only select one organization. Then click

- ☐ - CCCO (CCCO)
- ☐ - CCCO (CCCO)
- ☐ - CCCO (CCCO)
- ☐ - CCCO (CCCO)

Step 6: Click save at the bottom of the page.



Save Return